



DEPARTMENT OF THE NAVY

FLEET INTELLIGENCE CENTER PACIFIC
BOX 500
PEARL HARBOR, HI 96860

FICPACINST 5400.1P
13

FEB 7 1986

FICPAC INSTRUCTION 5400.1P

Subj: Fleet Intelligence Center Pacific (FICPAC) Organization and Regulations Manual

Ref: (a) CINCPACFLTINST 5450.1 (Series)

1. Purpose. To promulgate subject manual.
2. Cancellation. FICPACINST 5400.1N
3. Scope.

a. This manual is the basic organizational and regulatory directive of the command. The functional guides included in the chapters on administrative organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate officers of the command. The functional guides shall not be construed as restricting the initiative or discouraging the resourcefulness of individual officers.

b. Regulations and directives in this manual shall not be construed as contravening or superseding U. S. Navy Regulations, the U. S. Navy Organization and Regulations Manual, or Department of the Navy directives.

4. Objectives. The following are the principal objectives of this instruction:

- a. To set forth the mission of the command in accordance with reference (a).
- b. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the organizational structure of the command.
- c. To set forth the duties, responsibilities, limits of authority, and organizational relationships of key personnel in the command.
- d. To assign responsibilities and prescribe procedures for the coordination and direction of watch personnel.
- e. To set forth the principal regulations governing individual conduct within the command.
- f. To set forth the principal command bills and emergency plans.

5. Action. These regulations are effective immediately. Compliance by all personnel attached to Fleet Intelligence Center Pacific for duty is directed.


C. R. JONES, JR.

Distribution:
FICPACINST 5216.1T
LIST I (less D, E, F, and L)

Copy to:
CNO (3 copies)
CHNAVPERS
CO FICEURLANT
CG FMFPAC
AFAITC
DNRIP
ALL FIRSTPAC's

TABLE OF CONTENTS

	PAGE
PROMULGATING INSTRUCTIONS-----	i-ii
TABLE OF CONTENTS-----	iii-ix
RECORD OF CHANGES-----	x

CHAPTER 1 - GENERAL

SECTION 1 - STATUS AND COMMAND RELATIONSHIPS

1101 The Fleet Intelligence Center Pacific-----	1-1
---	-----

SECTION 2 - MISSION, TASKS AND FUNCTIONS

1201 Mission, Tasks and Functions-----	1-2
--	-----

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 1 - GENERAL

2101 General Organization-----	2-1
--------------------------------	-----

SECTION 2 - COMMAND

2201 Commanding Officer (00/N20P)-----	2-2
2202 Commanding Officer (Acting)-----	2-2
2203 Executive Officer (01)-----	2-3

SECTION 3 - STAFF ASSISTANTS

2301 Special Security Officer and Special Activities Officer (001)-----	2-6
2302 Reserve Liaison Officer (01R)-----	2-8
2303 Assistant Reserve Liaison Officer (01R1)-----	2-10
2304 Reserve Liaison Office Secretary (01RA)-----	2-11
2305 Plans and Programs Staff Officer (00P)-----	2-13
2306 Plans Analyst (00P1)-----	2-15
2307 Technical Programs Analyst (00P2)-----	2-16
2308 Budget Analyst (00P3)-----	2-17
2309 Budget Assistant (00P3A)-----	2-18

SECTION 4 - THE DEPARTMENTS

2401 Basic Function of a Department Head-----	2-20
2402 Duties, Responsibilities and Authority of a Department Head-----	2-20
2403 Organizational Relationships of a Department Head-----	2-21

SUBSECTION 1 - SUPPORT DEPARTMENT

2411 Support Department-----	2-22
2412 Support Department Head (1)-----	2-22
2414 Graphics Production Division Officer (11)-----	2-24
2415 Administrative and Security Division Officer (13)-----	2-25
2416 Document Support Division Officer (14)-----	2-27
2417 Supply Division Officer (15)-----	2-29
2418 First Lieutenant (1C)-----	2-30

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

2421 Intelligence Production Department-----	2-32
2422 Intelligence Production Department Head (2)-----	2-32
2423 Production Department Resource Coordinator (2RC)-----	2-34
2424 Naval Analysis Division Officer (20)-----	2-35
2425 Strike Warfare Support Division Officer (21)-----	2-37
2426 Amphibious Support Division Officer (22)-----	2-39
2427 Current Exploitation Division Officer (23)-----	2-41
2428 Soviet Navy Division Officer (24)-----	2-42
2429 Naval Special Warfare Division Officer (25)-----	2-43
2430 Collection Management Division Officer (26)-----	2-45
2431 Data Base Management Division Officer (27)-----	2-45

SUBSECTION 3 - INTELLIGENCE DATA SYSTEMS (IDS) DEPARTMENT

2432 Intelligence Data Systems Department-----	2-48
2433 Intelligence Data Systems Department Head (3)-----	2-48
2434 Technical Director Intelligence Data Systems Department (30)-----	2-49
2435 INHSC Operations Division Officer (31)-----	2-51
2436 INHS Operations Division Officer (32)-----	2-52
2437 IDS Fleet Support Division Officer (33)-----	2-54
2438 INS Systems Programming Division Officer (35)-----	2-55
2439 INS Data Management Division Officer (36)-----	2-56

SECTION 5 - COLLATERAL DUTIES

2501 ADP Security Officer-----	2-58
2502 Athletic Officer-----	2-58

CHAPTER 2 (Continued)

	PAGE
2503 BEQ Command Advisory Board Representative-----	2-60
2504 Casualty Assistance Calls Officer (CACO)-----	2-61
2505 Censorship Officer-----	2-62
2506 Chief Master-at-Arms-----	2-63
2507 COMSEC Material System Custodian-----	2-64
2508 Command Career Counselor-----	2-65
2509 Command Master or Senior Chief (C M/C - C S/C)-----	2-67
2510 Command SHOROC Coordinator-----	2-68
2511 Cryptographic Security Officer-----	2-69
2512 Departmental Training Petty Officer-----	2-70
2513 Drug and Alcohol Program Advisor (DAPA)-----	2-71
2514 Educational Services Officer (ESO)-----	2-71
2515 Energy Resources Manager-----	2-72
2516 Fire Prevention Officer-----	2-73
2517 Flight Officer-----	2-74
2518 Forms Management Supervisor-----	2-75
2519 Indoctrination Division Officer-----	2-75
2520 Information System Security Officer-----	2-76
2521 Legal Referral Officer-----	2-77
2522 Public Affairs Officer-----	2-78
2523 Senior Watch Officer-----	2-79
2524 Sexual Harassment Officer-----	2-80
2525 Small Arms Officer-----	2-81
2526 Top Secret Control Officer-----	2-82
2527 Traffic Safety Officer-----	2-83
2528 Voting Officer-----	2-84
2529 Watchbill Coordinator (WBC)-----	2-85

CHAPTER 3 - WATCH ORGANIZATION

SECTION 1 - INTRODUCTION (GENERAL)

3101 Importance of the Watch Organization-----	3-1
3102 Watch Personnel Status and Assignments-----	3-1
3103 Exchange of Duty and Standby-----	3-2

SECTION 2 - COMMAND WATCH STRUCTURE

3201 Command Duty Officer (CDO)-----	3-3
3202 Officer of the Deck (OOD)-----	3-6
3203 Shore Patrol-----	3-8
3204 Junior Officer of the Deck-----	3-9
3205 Section Leader-----	3-13
3206 Marine Sentry (Post No. 14 - FICPAC Quarterdeck)-----	3-14

CHAPTER 3 (Continued)

PAGE

SECTION 3 - USE OF FIREARMS

3301 Arming of Watchstanders-----	3-15
3302 Firearms and Ammunition for Security Forces-----	3-15

CHAPTER 4 COMMAND REGULATIONS

SECTION 1 - INTRODUCTORY REGULATIONS

4101 Sources-----	4-1
4102 Authority of the Commanding Officer-----	4-1
4103 Persons Subject to the Command Regulations-----	4-1
4104 Duties of Persons Subject to the Command Regulations-----	4-1
4105 Statement of Knowledge-----	4-1

SECTION 2 - GENERAL REGULATIONS

4201 Addresses of Officers-----	4-2
4202 Advancement In Rate-----	4-2
4203 Alarms and General Announcing System-----	4-2
4204 Armed Forces Identification Cards-----	4-2
4205 Arrest by Civil Authorities-----	4-3
4206 Bachelor Enlisted Quarters (BEQ)-----	4-3
4207 Bulletin Boards-----	4-3
4208 Card Games and Gambling-----	4-3
4209 Censorship-----	4-4
4210 Dangerous Drugs-----	4-4
4211 Disrespectful and Profane Language-----	4-4
4212 Dissident, Protest and Related Activities-----	4-5
4213 Distribution of Printed Material-----	4-5
4214 Emergency Equipment-----	4-5
4215 Evaluations-----	4-5
4216 False Statements-----	4-6
4217 FICPAC Name Tags-----	4-6
4218 Government Property-----	4-6
4219 Health and Sanitation-----	4-6
4220 Indebtedness-----	4-7
4221 Inspection of Property-----	4-7
4222 Internal Control-----	4-7
4223 Intoxicated Persons-----	4-8
4224 Leave and Liberty off the Island of Oahu-----	4-8

CHAPTER 4 (Continued)

	PAGE
4225 Mail and Postal Matters-----	4-8
4226 Minimize-----	4-8
4227 Motor Vehicles-----	4-9
4228 Official Forms, Records and Correspondence-----	4-9
4229 Outfits, Uniforms and Clothing-----	4-9
4230 Pecuniary Dealings-----	4-10
4231 Personally Owned Tools and Materials-----	4-11
4232 Pets-----	4-11
4233 Plan of the Day-----	4-11
4234 Quarters and Musters-----	4-11
4235 Reports of Offenses-----	4-12
4236 Requests and Redresses-----	4-12
4237 Search and Seizure-----	4-12
4238 Sexual Harassment-----	4-13
4239 Small Arms-----	4-13
4240 Tampering-----	4-14
4241 Tipping-----	4-14
4242 Unauthorized Articles-----	4-14
4243 Unauthorized Entry-----	4-15

CHAPTER 5 - COMMAND BILLS

SECTION 1 - SECURITY BILL

5101 Purpose-----	5-1
5102 Responsibility for the Bill-----	5-1

SUBSECTION 1 - ACCESS TO FICPAC SPACES

5111 Information-----	5-2
5112 Physical Access to Building and Spaces-----	5-2
5113 FICPAC Security Badges-----	5-3
5114 Visitor's Register-----	5-6
5115 Escorts-----	5-6
5116 Personal Cameras and Recording Equipment-----	5-6
5117 Unauthorized Weapons and Equipment-----	5-7

SUBSECTION 2 - PROCEDURES FOR SAFEGUARDING OF CLASSIFIED MATERIAL

5121 General-----	5-8
5122 Responsibilities of All Hands-----	5-8
5123 Inspections on the Quarterdeck-----	5-8
5124 Safe Combinations-----	5-9
5125 Special Cases-----	5-10

SUBSECTION 3 - SECURITY ALARM PROCEDURES

5131 General-----	5-11
5132 Procedures and Responsibilities-----	5-11
5133 Use of Deadly Force-----	5-15

SUBSECTION 4 - EMERGENCY AND DEFENSE READINESS CONDITIONS (DEFCONS)
SECURITY

5141 General-----	5-16
5142 Security Measures-----	5-16

SUBSECTION 5 - EMERGENCY DESTRUCTION

5151 Information-----	5-19
5152 Procedures and Responsibilities-----	5-19
5153 Special Emergency Destruction Instructions-----	5-21
5154 Reporting Emergency Destruction-----	5-22

SECTION 2 - CLEANING AND MAINTENANCE BILL

5201 Purpose-----	5-23
5202 Responsibility for the Bill-----	5-23
5203 Information-----	5-23
5204 Procedures and Responsibilities-----	5-24
5205 Maintenance Detail-----	5-26
5206 Material and Cleanliness Standards-----	5-26

SECTION 3 - FIRE BILL

5301 Purpose-----	5-28
5302 Responsibility for the Bill-----	5-28
5303 Procedures and Responsibilities-----	5-28
5304 Fire During Normal Working Hours-----	5-30
5305 Fire During Non-Working Hours-----	5-32
5306 Secure from Actual Fire-----	5-32
5307 Procedures for Fire Drills-----	5-33
5308 Fire Prevention-----	5-34
5309 Marking of Fire Stations-----	5-34
5310 General Responsibility-----	5-35
5311 General Prudential Doctrine-----	5-35
5312 Fire Alarm Test-----	5-35

SECTION 4 - COMSEC MATERIAL SYSTEM (CMS) MATERIAL EMERGENCY ACTION PLAN

5401 General-----	5-36
5402 Duties, Responsibilities, and Authority-----	5-36
5403 Precautionary (Partial) Destruction-----	5-37
5404 Complete Destruction-----	5-38
5405 Emergency Destruction Drills-----	5-39
5406 Action-----	5-40

FIGURES

1101-1 Command Relationship Chart
2101-1 Command Organization Chart
2411-1 Support Department Organization Chart
2421-1 Intelligence Production Department Organization Chart
2431-1 IDS Department Organization Chart
5201-1 First Deck Cleaning Responsibilities
5201-2 Second Deck Cleaning Responsibilities
5201-3 Third Deck Cleaning Responsibilities
5201-4 Maintenance Detail Cleaning Responsibilities
5201-5 thru 5201-26 Zone Inspection Report Forms
5301-1 First Deck FICPAC Fire Stations
5301-2 Second Deck FICPAC Fire Stations
5301-3 Third Deck FICPAC Fire Stations
5301-4 First Deck Primary Evacuation Routes
5301-5 Second Deck Primary Evacuation Routes
5301-6 Third Deck Primary Evacuation Routes

CHAPTER 1 - GENERAL

SECTION 1 STATUS AND COMMAND RELATIONSHIPS

1101 - The Fleet Intelligence Center Pacific:

1. Is a shore activity in an active, fully operational status headed by a Commanding Officer.
2. Is a third echelon Command under Commander in Chief, U.S. Pacific Fleet (Figure 1101-1).
3. Receives primary support from the Chief of Naval Operations.
4. Is subject to the regional coordination authority of Commander Naval Base, Pearl Harbor.

CHAPTER 1 - GENERAL

SECTION 2 - MISSION, TASKS, AND FUNCTIONS

1201 - Mission, Tasks, and Functions. The mission, tasks, and functions of Fleet Intelligence Center Pacific as promulgated by Commander in Chief U.S. Pacific Fleet (CINCPACFLT) are:

1. Mission. To develop and maintain an intelligence exploitation, processing and production capability which is immediately available to support U. S. Naval forces in the Pacific and Indian Ocean areas assigned to U. S. Pacific Command for defense responsibility; to provide those forces with the intelligence materials necessary to carry out efficiently their respective missions; to maintain sufficient qualified and trained intelligence personnel for assignment to peacetime and wartime augmentation requirements; to provide direct support and assistance to CINCPACFLT which will enable him to fulfill his requirements for nuclear weapons employment and planning; and to perform such other functions as may be directed by CINCPACFLT.

2. Tasks and Functions. The following tasks and functions are performed in the accomplishment of the assigned mission:

a. Operations and Training

(1) Intelligence Production

(a) Provide timely research, analysis, processing, dissemination, and maintenance of photographic intelligence and basic intelligence materials as required to support U.S. Navy and Marine Corps forces assigned to the Pacific Fleet Command (PACFLT) in accordance with CINCPACFLTINST 5450.1 Series.

(b) Conduct second and third phase exploitation of imagery as directed and provide inputs to the Defense Intelligence Agency (DIA) on assigned Navy categories within USCINCPAC's area of responsibility.

b. Automated Data Processing (Intelligence Data Systems)

(1) Maintain a comprehensive automated intelligence data base used to generate the NIPS data base and meet on-line or batch support requirements for command intelligence production.

(2) Operate an Automated Data Processing (ADP) facility and produce automated intelligence in digital, microfiche and hard copy form, as necessary, to support command intelligence production requirements.

CHAPTER 1 - GENERAL

SECTION 2 - MISSION, TASKS, AND FUNCTIONS

(3) Provide consultant and ADP planning services regarding Intelligence Data Handling Systems (IDHS), Intelligence Data Handling System - Communications (IDHSC), and NIPS matters to CINCPACFLT and PACFLT naval and marine units, including analysis of intelligence data systems plans.

(4) At the theater level, process intelligence source data in support of Nuclear Weapons Employment Policy (NUWEP) Strike Plans.

(5) Operate and maintain host data base operations as a member of the PACOM IDHSC network providing on-line data files as tasked.

(6) Operate and maintain the PACOM Data System Center, (PDSC) remote site (PRS) facility providing on-line digital data services and access to theatre and national level intelligence data bases.

c. Transportation Services. Provide and administer transportation services and government vehicle operator training for the command.

d. Communication Support and Services. Arrange for and administer local telephone services and assigned leased communication facilities to support FICPAC.

e. Security Support Services

(1) Develop a sound physical security program designed to prevent unauthorized access to equipment, facilities, materials, and documents and to safeguard against sabotage, espionage, damage, theft, or other covert acts which would impair FICPAC's ability to perform its mission.

(2) Operate a pass and identification office.

(3) Provide personnel security clearance services.

f. Administration

(1) Public Affairs Support and Services. Provide public affairs and internal information services.

CHAPTER 1 - GENERAL

SECTION 2 - MISSION, TASKS AND FUNCTIONS

(2) Legal Services

(a) Administer military justice including nonjudicial punishment and convening of summary or special courts-martial with associated review and other judicial and administrative actions.

(b) Conduct administrative discharge proceedings.

(c) Investigate and review claims under the General and Personnel Claims regulations, as appropriate.

(d) Convene, coordinate, and review JAG Manual investigations.

(3) Budgeting Services. Perform financial control functions including budget formulation, execution, progress reports, and statistics.

(4) Civilian Personnel Support Services. Provide civilian personnel support services to command civilian employees through liaison with the Consolidated Civilian Personnel Office (CCPO), Pearl Harbor.

(5) Military Personnel Support Services. Provide military personnel support services to command military personnel through liaison with the Personnel Support Detachment (PSD), Pearl Harbor.

(6) TAD Orders. Prepare and issue TAD orders for assigned military and civilian personnel.

(7) Printing and Reproduction Services. Operate and maintain special photographic, lithographic, and drafting production facilities in support of assigned command tasking.

(8) Information and Education Services

(a) Provide for career counseling, general military training, advancement, and correspondence course programs.

(b) Provide for education counseling and assistance.

(c) Provide equal opportunity training and education.

(d) Provide drug abuse and alcoholism counseling, and referral assistance.

CHAPTER 1 - GENERAL

SECTION 2 - MISSION, TASKS AND FUNCTIONS

(9) Maintain Current Inter/Intra-Service Support Agreements (ISSA)

(a) ISSA Agreement between FICPAC and Naval Investigative Service Office, Technical Services Detachment, Pacific (TSDPAC) whereby FICPAC provides facility support to TSDPAC.

(b) ISSA Agreement between FICPAC and CTG 168.1 whereby FICPAC provides facility support to CTG 168.1.

g. General Engineering Support

(1) Arrange for janitorial supplies and custodial services for the command.

(2) Arrange for refuse and garbage disposal services for the command.

h. Maintenance of Real Property and Utility Operations

(1) Minor Construction. Arrange for minor construction and repair for the command.

(2) Structures and Facilities Support and Maintenance. Arrange for structure and facilities support and maintenance for the command.

(3) Roads and Ground Maintenance. Arrange for roads and grounds maintenance for the command.

(4) Maintenance of Fire Alarm Systems. Arrange for maintenance of fire alarm systems for the command.

(5) Utilities Support, Services, and Maintenance. Arrange for utilities support, services, and maintenance for the command.

(6) Sewage Disposal Services. Arrange for sewage disposal services for the command.

(7) Other. Arrange for preventive maintenance and repair of building air-conditioning systems, elevator, dumbwaiter, and intrusion alarm system for the command.

CHAPTER 1 - GENERAL

SECTION 2 - MISSION, TASKS AND FUNCTIONS

i. Supply Operations. Perform general supply operations, including receipt, recording and processing material request documents, and maintaining requisitions files; researching technical data incident to processing incoming request documents; providing status information on requisitions, receipt and turnover of incoming material; transfer of material to other activities; maintenance and storage of office supplies; and maintenance of warehouse facilities in support of the command.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 1 - GENERAL

2101 - GENERAL ORGANIZATION.

1. The Command is administered by the Commanding Officer through the Executive Officer and three (3) Department Heads. The Special Security Officer, Plans and Programs Officer and Command Duty Officer report directly to the Commanding Officer for matters under their purview.

2. The Executive Officer provides command administration through the three department heads, staff assistants and personnel assigned collateral duties falling under the responsibility of the Executive Officer.

3. The Three departments are organized into divisions appropriate to the function and needs of the departments.

4. See Figure 2101-1 for overall reporting relationships.

CHAPTER 2 -- ADMINISTRATIVE ORGANIZATION

SECTION 2 -- COMMAND

2201 - Commanding Officer (OO/N2OP)

1. Basic Function

As set forth in U. S. Navy Regulations, the Commanding Officer is charged with the absolute responsibility for security, safety, well-being, and efficiency of his command except when and to the extent he may be relieved there-from by competent authority. Commanding Officer, FICPAC, has additional duty as Chief, Intelligence Production Branch, Intelligence Division, CINCPACFLT (N2OP).

2. Duties, Responsibilities, and Authority

The duties and responsibilities of the Commanding Officer are established by U. S. Navy Regulations, general orders, customs, and tradition. The authority of the Commanding Officer is commensurate with his responsibility, subject to the limitations prescribed by law and by U. S. Navy Regulations.

3. Organizational Relationships

a. The Commanding Officer reports directly to CINCPACFLT and is subject to the regional coordination authority of COMNAVBASE PEARL.

b. The following personnel report directly to the Commanding Officer:

(1) The Executive Officer for overall command administration.

(2) All Department Officers for matters within their purview.

(3) The Special Security Officer for SSO and SAO matters.

(4) Plans and Programs Officer for matters under his purview.

(5) The Command Duty Officer (CDO) on any circumstance or existing situation which, in his or her judgment, should have the immediate attention of the Commanding Officer.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - COMMAND

2202 - Commanding Officer (Acting)

1. Basic Function

In the event of the incapacity, death, relief from duty or absence of the Commanding Officer, he or she shall be succeeded by the Restricted Line Officer, Special Duty, Intelligence or Unrestricted Line Officer, next in rank and regularly attached to and on board, until relieved by competent authority or until the regular Commanding Officer returns. Subsequent referral to the Commanding Officer in this instruction shall be construed as also referring to the Commanding Officer (Acting) when applicable.

2. Duties, Responsibilities, and Authority

The responsibilities of the Commanding Officer (Acting), are those of the regular Commanding Officer. An officer who succeeds to command due to the incapacity, death, departure on leave, detachment without relief, or absence due to orders from competent authority, has the same authority and responsibility as the officer whom he or she succeeds. An officer who succeeds to command during the temporary absence of the Commanding Officer shall endeavor to have the routine and other affairs of the command carried on in the usual manner.

3. Organizational Relationships

The organizational relationships between the Commanding Officer (Acting) and subordinate officers are identical to those between the regularly assigned Commanding Officer and Officers reporting to him or her.

2203 - Executive Officer (01)

1. Basic Functions

The Executive Officer functions as an aide or executive to the Commanding Officer. He or she is specifically charged with executing the orders of the Commanding Officer and with coordinating and supervising the performance and administration of the command as a whole, including matters pertaining to morale, discipline, training, welfare, exercise, safety, rights, privileges of individuals, and security within the command.

2. Duties, Responsibilities, and Authority

The Executive Officer shall:

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - COMMAND

- a. Supervise and coordinate all activities of the command, subject to the provisions of U. S. Navy Regulations and directives of higher authority.
- b. Exercise effective control over the command's organization, bills, and regulations.
- c. Keep advised on current doctrine, procedures, and policies concerning the command.
- d. Ensure that the Commanding Officer is informed and advised of all casualties, deficiencies, anticipated difficulties, and any other matter which may significantly affect the operational readiness or administrative efficiency of the command.
- e. Ensure frequent inspections of the command are conducted in order to maintain high standards of cleanliness, safety, material readiness, and good order.
- f. Pursue a program of economy, conservation, and cost consciousness within the command.
- g. Direct the investigation for the Commanding Officer of alleged violations of the Uniform Code of Military Justice, U. S. Navy Regulations, command regulations, other military and civil laws, and recommend appropriate disciplinary action to the Commanding Officer when necessary.
- h. Act on personal requests (which may be addressed to the Commanding Officer) that do not involve the formulation of policy or that will not require action of higher authority.
- i. Evaluate the performance of officers, enlisted and civilian personnel through fitness reports, evaluation sheets and performance ratings. Prepare the initial draft of fitness reports on department heads and executive assistants.
- j. Supervise the reception of visitors to the command and ensure that proper protocol is effected.
- k. Pursue a planned program of recreation and athletics.
- l. Sign (By direction) for matters under his or her cognizance.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 2 - COMMAND

3. Organizational Relationships

a. The Executive Officer is directly responsible to the Commanding Officer.

b. The following personnel report directly to the Executive Officer:

(1) All department heads on matters pertaining to the internal administration of the command.

(2) Staff assistants in the performance of their duties.

(3) Personnel assigned collateral duties report directly to the Executive Officer on matters pertaining to those duties.

c. Except as provided otherwise in these regulations, or as directed by the Commanding Officer, all communications of an official nature from subordinates to the Commanding Officer shall be transmitted through the Executive Officer.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

2301 - Special Security Officer and Special Activities Officer (001)

1. Basic Functions

The Special Security Officer and Special Activities Officer (SSO/SAO) advises and assists the Commanding Officer in the administration and control of Sensitive Compartmented Information (SCI) materials and billets. The SSO also supports the Intelligence Production Department through the distribution and control of SCI materials and imagery.

2. Duties, Responsibilities, and Authority

The Special Security Officer shall:

- a. Act as Special Security Officer (SSO) and Special Activities Officer (SAO) within FICPAC.
- b. Operate the SSO office as the exclusive FICPAC agent for receipt, control, storage, and dissemination of all SCI materials.
- c. Indoctrinate and debrief personnel within the command SCI billet structure.
- d. Inform all indoctrinated personnel of regulations or changes affecting the use of SCI materials.
- e. Conduct and control investigations of compromise, possible compromise, security violations, and unauthorized disclosure of SCI.
- f. Control access to the SSO office and such other areas as may be established as SCI vaults, secure areas, temporary secure areas, or secure working areas.
- g. Provide guidance and supervision for construction or modification of SCI areas.
- h. Obtain certification and maintain accreditation for SCI facilities.
- i. Provide guidance and assistance necessary for processing billet and access requests through appropriate channels. Maintain a current listing of authorized billets and personnel occupying or programmed to occupy such billets.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

j. Provide the sole means within the command for the certification of SCI accesses.

k. Designate couriers and assign burn detail dates for the destruction of SCI materials.

l. Control destruction of SCI materials, including approval of destruction facilities and maintenance of destruction records.

m. Control changes and keep records for all lock, vault, safe, and cypher combinations for all SCI spaces.

n. Maintain liaison with CINCPACFLT SPINTCOMM to ensure proper service for SCI message traffic.

o. Sign by direction official correspondence and release messages relating to routine SSO or SAO matters.

NOTE: Supplemental definitions of higher classification are held by FICPAC - 001.

3. Organizational Relationships

a. The SSO is directly responsible to the Commanding Officer for the effective operation of the SSO office.

b. The SSO is directly responsible to the Executive Officer for matters of personnel administration and military responsibilities.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

2302 - Reserve Liaison Officer (OLR)

1. Basic Functions

The Reserve Liaison Officer (RLO) is the command's primary point of contact on all reserve matters and coordinates the overall Mobilization Readiness Projects Program (MRPP). He or she is directly responsible to the Executive Officer for the coordination and administrative supervision of all mobilization readiness projects tasked by FICPAC. He or she is responsible for the management of all selected reserve personnel assigned to FICPAC during Active Duty for Training (ACDUTRA) periods. To obtain the most effective use of active and reserve personnel resources and to permit the efficient accomplishment of the RLO mission, an ongoing close relationship between the RLO and the Head of the Intelligence Production Department is necessary.

2. Duties, Responsibilities, and Authority

To achieve the above and to ensure effective coordination with all FICPAC departments, the RLO shall:

a. Ensure timely and effective liaison between all reserve units and the various project analysts concerning FICPAC Mobilization Readiness Projects (MRPs).

b. Represent FICPAC at all conferences and meetings concerning reserves. Maintain liaison with COMNAVINTCOM, CINCPACFLT, Naval Base Pearl Harbor, Chief of Naval Reserves (CNAVRES), Director Naval Reserve Intelligence Program (DNRIP), Reserve Intelligence Area Coordinators (RIACs), Reserve Intelligence Program Officers (RIPOs), and other commands as necessary, concerning mobilization plans, mobilization readiness project problems, and resolution of all individual reservists' problems while on ACDUTRA at FICPAC.

c. Assign ACDUTRA personnel ordered to FICPAC to various departments and divisions, based on needs and requirements identified by the Command, Fleet Intelligence Rapid Support Teams Pacific (FIRSTPACs), CNAVRES, DNRIP, and COMNAVINTCOM. Grant ACDUTRA quotas and maintain complete records concerning ACDUTRA requests and replies.

d. Recommend revisions to current FICPAC reserve policies to the Commanding Officer and Executive Officer, as circumstances warrant.

e. Keep the Commanding Officer, Executive Officer, and Department Heads informed of policy changes and revised training procedures within the Naval Reserve and Naval Reserve Intelligence Program.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

f. Originate and disseminate a FICPAC Reserve Newsletter containing items of general interest to all appropriate active duty and reserve commands on a continuing basis.

g. Coordinate, prepare and distribute all correspondence, to FIRSTPAC units including transmission and receipt of study packages and technical production changes.

h. Sign by direction and release messages on routine reserve matters which do not create or change established FICPAC policy.

i. Provide guidance to FIRSTPAC units concerning the use of unit manpower resources in the completion of FICPAC production.

j. Establish and coordinate the schedule for orientation and departure of all reserve ACDUTRA personnel assigned to FICPAC.

k. Coordinate all Commanding Officer, Executive Officer, and Production Department trips to ensure there are visits to all FIRSTPACs by FICPAC personnel, whenever possible.

l. Provide muster reports directly to the Admin Division for assigned office personnel.

m. Attend the Intelligence Production Department morning meeting to stay abreast of matters affecting production tasking of reserve units.

n. Ensure items of a non-technical nature concerning reservists and reserve production are placed on the command tickler as a means of good management and to assure timely completion of action items.

o. Ensure the RLO secretary (OIRA) works directly for the RLO and closely with all other FICPAC offices.

p. Ensure that the Assistant Reserve Coordinator (OIRL) is prepared to assume the role of RLO, during his or her absence. He or she will assist in the management and administration of the FICPAC/FIRSTPAC reserve program as directed by OIR.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

3. Organizational Relationships

a. The RLO is responsible to the Executive Officer for the effective management of the Reserve Program at FICPAC.

b. The RLO is responsible for the overall administration of the FICPAC reserve mobilization readiness training program. Production analysts, division officers, and department heads may confer directly with FIRSTPAC Production Department personnel on matters relating to the Mobilization Readiness Projects, however, the RLO is to be kept informed on all management issues concerning the reservists.

2303 - Assistant Reserve Liaison Officer (OLRL)

1. Basic Functions

The Assistant Reserve Liaison Officer (ARLO) shall assist the RLO in the coordination and administrative supervision of all mobilization readiness projects tasked by FICPAC. Additionally, he or she shall assist the RLO in management of selected reserve personnel assigned to FICPAC during Active Duty for Training (ACDUTRA) periods.

2. Duties, Responsibilities, and Authority

The Assistant Reserve Liaison Officer shall:

a. Coordinate responses to FIRSTPAC units' MRPP monthly reports assuring that all responses are specific and timely.

b. Monitor each FIRSTPAC unit's readiness level using quarterly reports provided by FIRSTPAC's.

c. Review Officer Fitness Reports and Enlisted Performance Evaluation Reports for selected reserve personnel completing their ACDUTRA. Edit, revise, and rewrite such reports as necessary to ensure that FICPAC's professional evaluation standards for Officer FITREPS and enlisted evaluations are met.

d. Make Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) reservations for selected reserve personnel assigned to FICPAC for ACDUTRA. Assist the Senior Reserve Officer Aboard (SROA) in resolving housing problems for assigned reserve personnel.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

e. Assist the RLO to ensure efficient administrative check-in and check-out procedures for selected reserve personnel at the beginning and end of each ACDUTRA period.

f. Draft correspondence and messages as appropriate concerning all FICPAC and FIRSTPAC matters.

g. Assist and advise the SROA on all enlisted personnel problems.

h. Assist the RLO in the performance of his or her duties and act as RLO in his or her absence, as specified in paragraph 2302.

3. Organizational Relationship

The Assistant Reserve Liaison Officer is responsible to the RLO.

2304 - Reserve Liaison Office Secretary (OLRA)

1. Basic Functions

The RLO secretary performs clerical and administrative duties for the FICPAC Reserve Liaison Office (RLO). Monitors ongoing annual Active Duty for Training (ACDUTRA) and Mobilization Readiness Projects Program (MRPP) reporting requirements within the RLO. Coordinates with other FICPAC departments and divisions to provide continuity of administrative support to the RLO and FIRSTPAC units.

2. Duties, Responsibilities, and Authority

The Reserve Liaison Secretary shall:

a. Prepare and type correspondence from rough draft into final form. Correspondence includes letters, speedletters, formatted messages, memoranda, statistical tabulations, reports, directives, and notices, which may include classified subject matter.

b. In the absence of the RLO and his or her assistant, the Secretary is required to effect communications with the appropriate Naval Reserve Intelligence Program (NRIP) offices and management personnel

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

(i.e., CNAVRES/DNRIP/RIACs/RIPOs/FIRSTPAC COs) and take appropriate action affecting the management of FICPAC reserve assets and personnel.

c. Act as a focal point to answer questions, review incoming correspondence and messages for routing priorities, and file all correspondence.

d. Prepare all rough fitness reports and enlisted evaluation packets for reservists on ACDUTRA at FICPAC. Smooth type all reserve enlisted evaluations and rough type all reserve officer fitness reports. Monitor obtaining of signatures and the submission of all reserve enlisted evaluations.

e. Maintain an accurate and current standard tickler system, as used by FICPAC, to facilitate preparation of timely responses while helping to ensure that all deadlines are met in matters pertaining to reserves.

f. Review all outgoing RLO correspondence, reports, ACDUTRA evaluations and instructions for correct format and grammatical usage.

g. Maintain an established set of office files utilizing standard Navy procedures.

h. File, distribute, and control all RLO classified material in the prescribed manner.

i. Other miscellaneous duties include answering the telephone, taking and relaying messages, referring callers, placing calls as required and operating a copy machine.

3. Organizational Relationships

The RLO Secretary is directly responsible to the RLO or Assistant RLO, in his or her absence, for the performance of duties. All assignments from other FICPAC offices, including reservists on ACDUTRA, must be approved by the RLO prior to assignment to the RLO Secretary.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

2305 - Plans and Programs Staff Officer (OOP)

1. Basic Functions

The Plans and Programs Staff Officer is the command's primary point of contact on all mid and long range planning matters and coordinates the overall planning, programing, and budgeting efforts for the command. He or she is directly responsible to the Commanding Officer for the coordination, preparation and review of management analyses on substantive, technical, and resource issues. He or she makes recommendations leading to improvements in FICPAC's intelligence production capability and responsiveness to fleet and national intelligence requirements.

2. Duties, Responsibilities, and Authority

The Plans and Programs Staff Officer operates under the direct supervision of the Commanding Officer and in coordination with the Executive Officer and Departments Heads. In order to achieve this the Plans and Program Staff Officer shall:

a. Act as the command focal point for all functions and actions related to the development and maintenance of the annual FICPAC portion of the General Defense Intelligence Program (GDIP). Relate the annual guidance of the Director Central Intelligence and directives of the Commanding Officer to FICPAC GDIP actions. Coordinate and direct the efforts of the operating departments and Plans Staff personnel charged with the preparation of the annual budget submission which becomes the basis for all future FICPAC resources.

b. Play a major role at FICPAC in determining the future courses of action concerning ADP technology as they relate to all command functions. Advise the Commanding Officer on ADP planning matters as they apply to FICPAC. Coordinate planning and resource actions with the Intelligence Data Handling System Officer (IDHS).

c. Conduct liaison with individuals from other commands and agencies up to the national level including: Office of the Secretary of Defense, Defense Intelligence Agency, Department of the Army, Department of the Air Force, Naval Intelligence Command, and Commander in Chief U.S. Pacific Fleet regarding the automated production of intelligence. Within the Department of Defense Intelligence Information System (DODIIS) community, represent FICPAC at managers conferences up to the national level on subjects related to intelligence information processing to ensure the timely and effective participation of FICPAC in nationally directed IDHS programs.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

d. Maintain a program of command objectives and continually monitor the program for adherence to scheduled goals. Evaluate resources against anticipated requirements for support of fleet and national programs. Advise the Commanding Officer of the command's ability to support new programs. Provide information and recommendations of solutions to the Commanding Officer concerning resource costs of specific programs. Forecast suitability of command structure against evolving technologies and taskings and make specific recommendations to the Commanding Officer for changes in the organizational structure to meet new circumstances.

e. Monitor Defense Intelligence Agency (DIA) architectural plans as they relate to the planning efforts of FICPAC and provide policy recommendations to the Commanding Officer on these programs.

f. Function as Head of the Command's Position Management Board, and be responsible for: developing and directing the command's position management program; coordinating the staff specialist performing position management and classification surveys; reviewing and recommending proposed organizational or positional changes; and ensuring that changes indicated by position management reviews and evaluations, as directed by appropriate authority, are implemented and the results are available for preparation of ceiling requests.

g. Sign by direction and release messages on routine matters concerning planning and programs activities, which do not create or change FICPAC policy.

h. Ensure the maintenance of physical security within spaces under his cognizance.

i. Supervise and coordinate the operations of the Plans and Program Staff.

j. Establish standards of performance and conduct, initiate fitness reports, evaluation sheets, and review performance marks of both military and civilian personnel assigned to the Plans and Programs Staff.

k. Promulgate effective training programs designed to upgrade and maintain the skills and capabilities of staff personnel.

l. Maintain an equipment maintenance and material management system for plans, programs, and budgeting equipment and supplies.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

m. Establish and maintain a command resources data base to support the timely preparation of studies, program proposals, budget submissions, and responses to data calls from higher authority.

n. Develop pertinent directives, regulations, and procedures governing the management and administration of FICPAC planning and programming.

3. Organizational Relationships

a. The Plans and Program Staff Officer is responsible to the Commanding Officer for the operations of the Plans and Program Staff.

b. The following report to the Plans and Program Staff Officer:

- (1) Plans Analyst (OOP1)
- (2) Technical Programs Analyst (OOP2)
- (3) Budget Analyst (OOP3)
- (4) Budget Assistant (OOP3A)
- (5) Secretary (OOPA)

2306 - Plans Analyst (OOP1)

1. Basic Functions

The Plans Analyst, under the direction of the Head, Plans and Program Staff, performs all planning functions necessary to ensure that all intelligence production tasks and requirements can be accomplished in a future intelligence environment.

2. Duties, Responsibilities, and Authority

The Plans Analyst shall:

a. Coordinate and prepare mid and long range plans related to new collection sources and production processes.

b. Develop and maintain an expertise on future systems.

c. Conduct liaison with commands and agencies up to the national level on future system planning.

d. Attend meetings and act as the command's representative on issues which impact on future planning.

e. Draft budget proposals that are impacted by future plans to ensure compatibility with future systems and FICPAC's ability to perform its mission.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

f. Prepare written reports and oral presentations as required to communicate future plans and impacts on FICPAC's intelligence production process.

g. Prepare inputs to component, theater and national level intelligence architecture plans.

3. Organizational Relationships

a. The Plans Analyst is responsible to the Plans and Program Staff Officer.

2307 - Technical Programs Analyst (OOP2)

1. Basic Functions

The Technical Programs Analyst functions as the principal data processing specialist concerned with mid and long range planning and its resource implications. Serves as the plans and programs staff point of contact on all data processing matters and coordinates the ADP input to staff plans with Department Heads.

2. Duties, Responsibilities, Authority

The Technical Programs Analyst shall:

a. Research and prepare inputs on ADP and communications related issues for the command's mid and long range plans.

b. Develop Automated Data System (ADS) Plans and Systems Specifications, obtain the necessary acquisition approvals, and coordinate the selection of the hardware and software with the appropriate contracting officer.

c. Coordinate and guide the acquisition of all automated data processing equipment (ADPE) and word processing equipment (WPE).

d. Coordinate the preparation of the Intelligence Data Handling System (IDHS) portions of the command's submission to the General Defense Intelligence Program (GDIP).

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

e. Represent the command at technical conferences up to the national level on subjects relating to automated intelligence information processing.

f. Prepare written reports and oral presentations as required to communicate progress of the work and new technological approaches which will affect FICPAC's intelligence production process.

3. Organizational Relationships

The Technical Programs Analyst is responsible to the Plans and Programs Staff Officer.

2308 - Budget Analyst (OOP3)

1. Basic Functions

The Budget Analyst, under the direction of the Plans and Programs Staff Officer, maintains an integrated system in the budgetary and resources management areas that will provide the Commanding Officer with factual data essential for effective budgeting and management control.

2. Duties, Responsibilities, and Authority

The Budget Analyst shall:

a. Coordinate the preparation, justification, and administration of the command's budget.

b. Implement and administer the financial plan; analyze variances and determine adjustments as required.

c. Administer a program for the collection and maintenance of data on work performance, manpower, and expenses.

d. Advise the Commanding Officer, Executive Officer, and Department Heads as appropriate on allocation of resources.

e. Obtain supplemental resources for the command as may be required in support of the command's mission and tasks.

f. Coordinate and prepare various documents to support the Department of Defense (DOD) Five Year Defense Program (FYDP).

CHAPTER 2 -- ADMINISTRATIVE ORGANIZATION

SECTION 3 -- STAFF ASSISTANTS

g. Review and approve job orders, work requests, and project orders.

3. Organizational Relationships

The Budget Analyst is responsible to the Plans and Programs Staff Officer.

2309 - Budget Assistant (OOP3A)

1. Basic Functions

The Budget Assistant aids the Budget Analyst, under the direction of the Plans and Programs Staff Officer, in maintaining an integrated system in the budgetary and resources management areas that will provide the Commanding Officer with factual data essential for effective budgeting and management control.

2. Duties, Responsibilities, and Authority

The Budget Assistant shall aid the Budget Analyst in:

a. Coordinating the preparation, justification, and administration of the command's budget.

b. Implementing and administering the financial plan; analyzing variances and determining adjustments as required.

c. Administering a program for the collection and maintenance of data on work performance, manpower, and expenses.

d. Advising the Commanding Officer, Executive Officer, and Department Heads as appropriate on allocations of resources.

e. Obtaining supplemental resources for the command as may be required in support of the command's mission and tasks.

f. Coordinating and preparing various documents to support the Department of Defense (DOD) Five Year Defense Program (FYDP).

g. Review and approve job orders, work requests, and project orders.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 3 - STAFF ASSISTANTS

3. Organizational Relationships

The Budget Assistant is responsible via the Budget Analyst to the Plans and Programs Staff Officer.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

2401 - Basic Function of a Department Head

The head of a department is the officer detailed as such by the Commanding Officer. He or she is the representative of the Commanding Officer in all matters that pertain to the department. All persons assigned to the department shall be subordinate to him or her and all orders issued by him or her shall be obeyed accordingly. In the performance of his or her duties as head of a department, he or she shall conform to the policies and comply with the orders of the Commanding Officer.

In the absence of the Department Head, the next senior officer within the department assumes responsibility for Department Head's duties.

2402 - Duties, Responsibilities, and Authority of a Department Head

1. In amplification of the general duties and responsibilities prescribed in U.S. Navy Regulations, a Department Head shall:

a. Prepare and administer the department in accordance with the FICPAC Organization and Regulations Manual and other directives as may be issued by the Commanding Officer.

b. Maintain his or her department in a maximum state of operational readiness at all times.

c. Ensure the maintenance of physical security, good order, and discipline within spaces under the cognizance of his or her department.

d. Maintain an active and continuing safety program with the objective of promoting safety consciousness and reducing to a minimum avoidable accidents and casualties.

e. Maintain established standards of performance and conduct; evaluate performance by means of drills, exercises, inspections, and other control devices; initiate fitness reports, evaluation sheets, and review performance marks of both military and civilian personnel assigned; make recommendations to the Commanding Officer for meritorious masts and disciplinary actions.

f. Formulate and maintain a departmental training program within the framework of the command training program that will ensure the military and professional development of all officers and enlisted personnel within the department.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

g. Forward special requests to the Executive Officer with recommended action.

h. Maintain a maintenance and material management system as appropriate for the department.

i. Formulate and submit budgetary requirements for the maintenance and operation of his or her department, and approve routine expenditures from the funds allocated by the Commanding Officer.

j. Maintain a department turn-over file containing the current status of work, special projects or operations in progress, condition of equipment, personnel situation, and such other data as he or she may consider useful for the orientation of the relieving officer.

k. Ensure that spaces under their cognizance adhere to military standards of cleanliness.

l. Review all outgoing departmental correspondence and sign by direction of the Commanding Officer. Release official naval messages which do not create or change FICPAC policy.

2403 - Organizational Relationships of a Department Head

1. A Department Head is responsible directly to the Commanding Officer for the operational readiness of his or her department and any circumstances or conditions which may adversely affect operational readiness.

2. A Department Head is responsible to the Executive Officer for all administrative matters and keeps the Executive Officer informed of direct reports to the Commanding Officer.

3. Any immediate subordinates assigned to the Department Head by the organization plan report directly to him or her.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

2411 - The Support Department

The Support Department provides services necessary for the planning and coordination of all matters relating to the general administration of the command. The organization of the Support Department is illustrated in Figure 2411-1.

2412 - Support Department Head (1)

1. Basic Functions

The Support Department Head plans and directs all facets of administration relating to:

- a. Graphic production support
- b. Personnel matters
- c. Physical and Personnel Security Program
- d. Administrative and legal matters
- e. Supply matters
- f. Command maintenance matters; 1st Lieutenant functions

2. Duties, Responsibilities, and Authority

The Support Department Head shall:

- a. Supervise and coordinate the operations of the Support Department.
- b. Provide administrative support to other departments of FICPAC.
- c. Ensure the maintenance of command security, good order, and discipline within spaces under the cognizance of his department.
- d. Establish standards of performance and conduct, initiate fitness reports, evaluation sheets, and review performance marks of both military and civilian personnel assigned to the Support Department.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

e. Promulgate effective training programs designed to upgrade and maintain the skills and capabilities of Support Department personnel.

f. Maintain cognizance of enlisted advancement requirements, establish standards of satisfaction for practical factors, and advise the Commanding Officer via the Executive Officer of those personnel deserving of recommendation for advancement in rate or commendation.

g. Maintain an equipment maintenance and material management system for administrative equipment and supplies.

h. Ensure the maintenance of physical security measures within the departmental area.

i. Sign by direction and release messages for routine matters under his or her cognizance which do not create or change established FICPAC policy.

3. Organizational Relationships

a. The Support Department Head is responsible to the Commanding Officer via the Executive Officer for the operation of the Support Department.

b. The following report to the Support Department Head:

- (1) Graphics Production Division Officer (11)
- (2) Administrative/Security Division Officer (13)
- (3) Document Support Division Officer (14)
- (4) Supply Division Officer (15)
- (5) First Lieutenant (1C)

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

2414 - Graphics Production Division Officer (11)

1. Basic Functions

The Graphics Production Division Officer manages the reproduction of intelligence materials.

2. Duties, Responsibilities, and Authority

The Graphics Production Division Officer shall:

a. Be responsible for supervising and coordinating the production efforts of the Lithographic Branch, the Drafting Branch, and the Photographic Branch.

b. Assure the timely, economical, and quality reproduction of intelligence materials.

c. Maintain files and records pertaining to graphics production.

d. Prepare and submit reports as required.

e. Provide custody for all assigned equipment and inventory control of all photographic or photo interpretation equipment.

f. Submit requisitions for equipment and supplies to the Supply or Maintenance Officer.

g. Provide for the training of assigned personnel.

h. Maintain job control and cost records of expenditures chargeable to authorized projects.

i. Maintain control of precious metals (silver) recovery program.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

3. Organizational Relationships

a. The Graphics Production Division Officer is responsible to the Support Department Head.

b. The Photographic, Lithographic, and Drafting Officers are responsible to the Graphics Production Division Officer.

c. The Graphics Production Division Officer will maintain such liaison with his or her branch officers as is necessary to assure the timely and efficient reproduction of intelligence materials.

2415 - Administrative and Security Division Officer (13)

1. Basic Functions

The Administrative and Security Division Officer shall be responsible for the effective functioning of the division in the area of administration and security.

2. Duties, Responsibilities, and Authority

The Administrative and Security Division Officer shall ensure that the following functions are carried out.

a. Administrative Functions

(1) Ensure that all outgoing correspondence, other than SCI, is in agreement with regulations, policies, and correspondence instructions and is properly coordinated and distributed.

(2) Ensure that correspondence prepared for signature of the Commanding Officer or Executive Officer is in proper form and clerically correct prior to its submission for signature. Further, ensure that all departments maintain high standards of correspondence preparation in conformance with appropriate directives.

(3) Advise the Commanding Officer and Executive Officer on matters of administrative policy.

(4) Develop, interpret, evaluate, and implement policies and plans relating to administrative matters and prepare, review, and endorse correspondence concerning matters under his or her cognizance.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

(5) Monitor and inspect administrative functions throughout FICPAC to ensure administrative efficiency and economy in accordance with the policies of this and higher commands.

b. Security Functions

(1) Function as the FICPAC Security Manager.

(2) Administer the command physical security orientation program.

(3) Determine the security clearance and "need-to-know" for FICPAC personnel (with the exception of SSO personnel).

(4) Issue Certificates of Clearance to properly cleared FICPAC personnel.

(5) Initiate the necessary paperwork for obtaining clearances.

(6) Maintain an up-to-date floor plan for the location of all FICPAC classified material containers.

(7) Coordinate security clearances for visit requests.

(8) Control access to FICPAC spaces, in conjunction with the Command Duty Officer or Officer of the Deck.

(9) Maintain and issue monthly Command Courier listings.

(10) Maintain and issue a monthly list of those personnel authorized to pick-up FICPAC messages from the Communication Center.

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

(11) Serve as Commanding Officer's advisor and direct representative in cases pertaining to security of classified information.

(12) Ensure that all persons who handle classified information are appropriately instructed and cleared in accordance with OPNAVINST 5510.1 (Series).

(13) Formulate and coordinate security control measures within the command.

c. Miscellaneous

(1) Perform duties as Command Pass Coordinator.

(2) Ensure proper preparation of the Command Muster report and Plan of the Day.

(3) Administer the sponsor program.

(4) Prepare Social Roster, Recall Bill, Precedence List, Billet Organization List, and Navy Unit Report.

(5) Ensure proper preparation of TAD orders.

(6) Ensure proper preparation of officer promotion documents.

3. The Administrative and Security Division Officer is responsible to the Support Department Head.

2416 - Document Support Division Officer (14)

1. Basic Functions

The Document Support Division Officer shall be responsible for the effective functioning of the central files, distribution, and documents library.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

2. Duties, Responsibilities, and Authority

The Documents Support Division Officer shall ensure that the following functions are carried out.

a. Central Files functions

(1) Maintain case files for all FICPAC instructions and notices.

(2) Ensure proper handling of incoming and outgoing mail up to the classification of Secret, both official and personal.

(3) Review, control, and account for all intelligence materials which come into the command exclusive of SSO, and COMSEC material.

(4) Maintain a uniform system for handling the intelligence material over which the Administrative Division has jurisdiction.

(5) Ensure the proper receipt, custody, accountability, and internal distribution of all classified message traffic, correspondence, and publications exclusive of SSO material.

(6) Act as Postal Officer.

b. Distribution Functions

(1) Ensure expeditious and correct packaging and shipping of all documents, publications, correspondence, etc., forwarded to the Distribution Branch for external dissemination.

(2) Maintain a master file of directives issued by higher commands.

(3) Maintain a correspondence "Action" tickler system to ensure timely action on incoming correspondence and bring to the attention of the Action Officer and the Executive Officer any overdue or delayed correspondence.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

c. Documents Library Functions

(1) Supervise the daily operation of the command library.

(2) Ensure accountability for all classified documents held by the command library including maintenance of a sub-custody card system.

(3) Ensure proper destruction of obsolete library materials.

(4) Conduct inventories as required.

(5) The following personnel are responsible to the Documents Library Officer:

(a) Head Librarian

(b) Library Technician

(c) Maps and Charts Librarian

3. Organizational Relationships

The Document Support Division Officer is responsible to the Support Department Head.

2417 - Supply Division Officer (15)

1. Basic Functions

The Supply Division Officer under the direction of the Support Department Head is responsible for supply, fiscal accounting, and material control.

2. Duties, Responsibilities, and Authority

The Supply Division Officer shall:

a. Procure supplies and equipment as may be required in support of the command's mission and tasks.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

- b. Prepare and submit reports as required.
- c. Review and approve expenditure invoices and certify dealer's bills.
- d. Ensure necessary records and files for the command's plant account property equipment are kept properly.
- e. Maintain the command imprest funds.
- f. Function as the command fraud, waste, and abuse prevention coordinator. Report suspected violations to the appropriate Department Head for investigation in accordance with FICPACINST 5400.2 Series.
- g. Review and approve requisitions priority designator 04 and below.
- h. Act as the integrated disbursing accounting terminal security officer.
- i. Function as a command commercial activities program coordinator.

3. Organizational Relationships

The Supply Division Officer is responsible to the Support Department Head.

2418 - First Lieutenant (1C)

1. Basic Functions

The First Lieutenant, is responsible for physical security and building maintenance matters within FICPAC.

2. Duties, Responsibilities, and Authority

a. Functions as Command Physical Security Officer in accordance with FICPACINST 5530.1 Series.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 1 - SUPPORT DEPARTMENT

b. Receive, coordinate and initiate all requests for corrective action to be taken by the Public Works Center/Civilian Contractors. Conduct liaison with Public Works Center Activity Civil Engineer in all matters pertaining to building maintenance.

c. Receive, coordinate, and initiate all requests for modification of FICPAC spaces in building 352.

d. Ensure that standards of preservation are maintained for all FICPAC's assigned building exteriors and surrounding grounds.

e. Ensure that a daily cleaning and inspection of all heads is conducted and that sanitary conditions are maintained.

f. Utilize the assigned personnel to perform daily maintenance and field day cleaning tasks in those areas over which he or she has cognizance.

g. Oversee cleaning responsibilities within the command.

h. Act as the Command Safety Officer.

i. Prepare various reports relating to building and vehicle maintenance.

3. Organizational Relationships

The First Lieutenant is responsible directly to the Support Department Head.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

2421 - The Intelligence Production Department

Is charged with the research, development, production, and maintenance of intelligence materials in support of the mission and functions of FICPAC. The organization of the Intelligence Production Department is illustrated in Figure 2421-1.

2422 - Intelligence Production Department Head (2)

1. Basic Functions

The Intelligence Production Department Head plans and directs the research, development, production, and maintenance of intelligence materials in support of the mission and functions of the Fleet Intelligence Center Pacific.

2. Duties, Responsibilities, and Authority

The duties of the Intelligence Production Department Head include:

- a. Supervising the exploitation analysis, development, production, and maintenance of intelligence materials in support of the Pacific Fleet, as tasked by CINCPACFLT.
- b. Representing the Commanding Officer on intelligence matters affecting plans and operations in the Pacific Theater, as directed.
- c. Supervising the establishment and maintenance of close working liaison with members of the intelligence community, ensuring development and appropriate exchange of intelligence data and products.
- d. Providing for continuous research, analysis, and production of photographic and textual materials, using all available intelligence sources, to support operational forces.
- e. Supervising a training program to update and maintain the skills and capabilities of departmental personnel.
- f. Establishing standards of performance and conduct for the evaluation of subordinates in accordance with those standards.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

g. Maintaining cognizance of enlisted advancement requirements, establishing standards of satisfaction for practical factors, and advising the Commanding Officer via the Executive Officer of those personnel deserving advancement in rate or commendation.

h. Sign by direction and release messages and official correspondence on routine matters under his or her cognizance which do not create or change established FICPAC policy.

i. Ensuring the maintenance of physical security measures within the Intelligence Production Department.

j. Supervising the Departmental Logistics Program to assure an adequate supply of photographic interpretation equipment and parts.

k. Ensuring completion, publication, and distribution of the hard copy Order of Battle File (DNOBA) for delegated countries within the USPACOM/USCENTCOM area of responsibility.

l. Maintaining the Automated Installation Intelligence File (AIF) data base under the DIA Delegated Production Program.

m. Supervising and coordinating the training and production efforts of Naval Reserve Units assigned in support of the Mobilization Readiness Projects Program (MRPP).

3. Organizational Relationships

a. The Intelligence Production Department Head is responsible to the Commanding Officer via the Executive Officer for satisfying the intelligence production needs of U. S. Naval Forces in the PACOM Area, as tasked by CINCPACFLT.

b. The Intelligence Production Department Head shall maintain lateral coordination with the other Department Heads to insure optimum production of intelligence materials, expenditure of resources, and satisfaction of the command mission and functions.

c. The following personnel are responsible to, and report to, the Intelligence Production Department Head:

FICPAC ORGS & REGS

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

- (1) Production Department Resource Coordinator (2RC)
- (2) Naval Analysis Division Officer (20)
- (3) Strike Warfare Support Division Officer (21)
- (4) Amphibious Support Division Officer (22)
- (5) Current Exploitation Division Officer (23)
- (6) Soviet Naval Analysis Division Officer (24)
- (7) Naval Special Warfare Division Officer (25)
- (8) Collection Management Division Officer (26)
- (9) Data Base Management Division Officer (27)

2423 - Production Department Resource Coordinator (2RC)

1. Basic Functions

The Production Department Resource Coordinator is responsible for the overall production coordination and prioritization of in-house intelligence production and ad hoc tasking requirements in support of Navy and Marine operating forces. It is a function of this position to accept, validate, assign, and monitor FICPAC production tasking.

2. Duties, Responsibilities, and Authority

The Production Department Resource Coordinator shall:

- a. Be responsible to the Production Department Head, for the overall production coordination, prioritization of in-house scheduled intelligence production or ad hoc tasking requirements, and assignment of external or internal action due dates for assigned projects.
- b. Prioritize departmental photo and litho requirements to ensure efficient utilization of support facilities.
- c. Advise the Production Department Head on specific problems related to intelligence production.

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

d. Coordinate and assist the Production Department Head in developing the annual intelligence budget submission by undertaking long-range planning to project data for estimates of departmental intelligence production needs.

e. Conduct personal liaison with counterparts as appropriate to coordinate FICPAC production requirements and to serve as coordinator of projects jointly undertaken with other organizations.

f. Be responsible for annual revalidations of FICPAC's intelligence production source requirements; e.g., Statement of Intelligence Interest (SII), Non-recurring and Recurring Finished Intelligence (NRFI/RFI) requirements, etc.

g. Ensure production responsibilities and product development procedures are followed as set forth in departmental Standard Operating Procedure (SOP) guidelines.

3. Organizational Relationships

a. The Production Department Resource Coordinator is responsible to the Intelligence Production Department Head.

b. Production Department Resource Coordinator is responsible for FICPAC personnel assigned to the PACOM Photographic Interpretation Center (PIC) at 548th Reconnaissance Technical Group.

2424 - Naval Analysis Division Officer (20)

1. Basic Functions

The Naval Analysis Division Officer is responsible for the exploitation of materials and analysis of data from available sources, production of intelligence based on that data, and distribution of photographic and textual intelligence products in order to satisfy the naval intelligence requirements of Naval and Marine operational forces.

2. Duties, Responsibilities, and Authority

The Naval Analysis Division Officer shall be responsible for:

FICPAC ORG & REGS MANUAL

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

a. Control of the exploitation of all source intelligence, including generation of collection requirements and dissemination of analyzed intelligence.

b. Supervising analysis, file maintenance, and production of Naval Order of Battle (NOB) intelligence of Non-Soviet Pacific Indian Ocean, and designated Middle East and African Navies including communist and third world countries.

c. Supervising production and dissemination of special studies on matters of naval intelligence interest in support of the Pacific Fleet and Middle East Forces.

d. Supervising and coordinating (quality control) the training and production efforts of Fleet Intelligence Rapid Support Team Pacific (FIRSTPAC) units assigned to the Naval Analysis Division in support of the Mobilization Readiness Projects Program (MRPP).

e. Ensuring division production responsibilities and product development procedures are followed as set forth in the Naval Analysis Division Standard Operating Procedure guidelines.

f. Supervising the production, updating, and dissemination of the Pacific and Indian Ocean Fact Books, Naval Capabilities Studies, and Naval Order of Battle Textual Summaries, and "High Impact" Intelligence Studies.

g. Update the Automated Installation Intelligence File (AIF) data base for the Pacific and Indian Ocean areas and categories assigned to FICPAC for intelligence production that are within the division's purview.

3. Organizational Relationships

a. The Naval Analysis Division Officer is responsible to the Intelligence Production Department Head.

b. The following personnel report to the Naval Analysis Division Officer:

(1) Naval Analysis Special Projects Officer (201)

(2) Indian Ocean Branch Officer (202)

CHAPTER 2 - ADMINISTRATIVE ORGANIZATION

SECTION 4 - THE DEPARTMENTS

SUBSECTION 2 - INTELLIGENCE PRODUCTION DEPARTMENT

- (3) Southeast Asia Branch Officer (203)
- (4) Korea Branch Officer (204)
- (5) Pacific Basin/China Branch Officer (205)

2425 - Strike Warfare Support Division Officer (21)

1. Basic Functions

The Strike Warfare Support Division Officer plans, directs, and coordinates the development and production of intelligence products in support of PACFLT tactical strike elements. These products include publications and graphics to assist PACFLT flight crews in planning and executing all-weather conventional and nuclear air strikes in the Pacific Command area of responsibility.

2. Duties, Responsibilities, and Authority

The Strike Warfare Support Division Officer shall:

a. Supervise and coordinate the planning and production operations of the division.

b. Supervise and ensure that properly trained personnel are available within the division to carry out the following primary functions:

- (1) Nuclear strike mission planning
- (2) Conventional ordnance mission planning
- (3) Mission planning graphic production
- (4) Minefield Planning Graphic production

c. Maintain direct liaison with the cognizant Divisions of the CINCPACFLT staff to develop plans and operations and receive direction in providing PACFLT units with timely and required support products.